



Deborah A. Gist
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Posted December 12, 2012

VACANCY NOTICE

RACE TO THE TOP EARLY LEARNING CHALLENGE

***EXECUTIVE STAFF ASSISTANT**

Salary range starting at \$54,319 – Mid range \$61,520

This is a limited position funded through the Race to the Top, Early Learning Challenge grant for the award period of January 1, 2012 through December 31, 2015. *Funding for continuation of the position beyond the award period is not guaranteed.

Applications will be accepted until position is filled.

The Rhode Island Department of Elementary and Secondary Education now uses SchoolSpring for all of our non classified job postings. Applications will only be accepted through SchoolSpring.com. [Sign up now](#) to begin your application so that you're ready to apply when jobs are posted.

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

**Subject to FTE approval and available funding*

(Position is part of Board of Regents non union staff)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Executive Staff Assistant

GENERAL STATEMENT OF DUTIES: Responsible for providing essential coordination and facilitation of policy and leadership functions for the Office of the Commissioner.

SUPERVISION RECEIVED: Works under the supervision of the Commissioner, Deputy Commissioner and/or the Chief of Staff with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input on the performance management process and communications as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Performs a wide variety of administrative functions of a highly complex and confidential nature under the direction of the Commissioner, Deputy Commissioner and/or Chief of Staff.

Works closely with the Commissioner and/or Deputy Commissioner and his/her staff to independently handle routine, confidential, and important administrative activities, including the composition of letters and memoranda, research, and preparation of portfolios, reports, and electronic presentations.

Coordinates a variety of meetings and conferences, travel arrangements, appointments, and related activities.

Works closely with the Commissioner, Deputy Commissioner and/or the Chief of Staff, may also include agency chiefs and directors, and project leaders and teams.

Coordinates the referral of a variety of inquiries from the public, policy-makers, school district leaders, and from Department personnel related to assigned area of responsibility.

Maintains records for assigned areas of responsibility.

Serves as a liaison with the public and numerous stakeholders.

Processes the fiscal paperwork associated with the assigned area of responsibility.

Prioritizes and organizes daily work by reviewing, reading, researching, and routing information.

Creates, reproduces, and summarizes information as needed.

Coordinates the preparation of reports, analyzes data, and identifies solutions.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of Microsoft Office (Word, Excel, PowerPoint, Microsoft Outlook), internet research capabilities, and general office procedures.

Knowledge of public record-keeping principles and practices.

Knowledge of standard office procedures and processes.

Skilled in maintaining organization.

Skilled in drafting and proofing documents, including use of appropriate grammar, syntax, and usage rules.

Skilled in basic data compilation and analysis.

Skilled in event and meeting-planning and administration.

Skilled in handling confidential information.

Skilled in working independently.

Skilled in handling multiple tasks simultaneously.

Skilled in solving problems.

Skilled in interpersonal relations and conflict resolution.

EDUCATION: Associate's Degree in a related field.

EXPERIENCE: Five years of related administrative experience **and/or** any combination of education, knowledge, skills, and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2012